Application Guidelines

Visual Arts

National Endowment
for the Arts

Fiscal Year 1979

The National Endowment for the Arts is an independent agency of the federal government created in 1965 to encourage and assist the nation's cultural resources. The Endowment is advised by the National Council on the Arts, a Presidentially-appointed body composed of the Chairman of the Endowment and 26 distinguished private citizens who are widely recognized for their broad knowledge of, or expertise in, or their profound interest in the arts. The Council advises the Endowment on policies, procedures, and programs in addition to making recommendations on grant applications. The major goals of the Endowment are to make the arts more widely available to Americans, to strengthen cultural organizations, to preserve our rich cultural heritage for present and future generations, and to encourage the creative development of our nation's finest talent.

The Visual Arts Program is one of twelve major program areas. Information about the Endowment and its other Programs is contained in the Endowment's Guide to Programs *which is available from the Program Information Office, National Endowment for the Arts, 2401 E Street, N.W., Washington, D.C. 20506.*
Visual Arts applicants may be especially interested in the Expansion Arts, Education, Media Arts: Film/Radio/Television, Museums and Special Projects Programs.

February 1978

The Rehabilitation Act of 1973 requires that all Federal grantees and contractors make their programs accessible to the handicapped. In the near future the Arts Endowment will be issuing regulations concerning architectural and program accessibility for the handicapped. In anticipation of these new regulations, grantees would find it to their benefit to begin planning ways in which handicapped individuals can participate in their programs.

The National Council on the Arts adopted a resolution in 1973 stating its belief that the handicapped, like all citizens, ought to have access to arts activities and opportunities to develop their artistic abilities. At its November 1977 meeting, the Council reaffirmed its commitment to the handicapped, older persons, and institutionalized populations. For the full text of the Council's "Resolution on Special Constituencies," see page 46.

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Visual Arts Program

Introduction

These guidelines aim to assist individuals and organizations applying to the Visual Arts Program and to provide information needed by review panels to make their recommendations to the National Council on the Arts and its Chairman.

The Visual Arts Program provides assistance:

- through fellowships to painters, sculptors, photographers, craftsmen and crafts apprentices, conceptual, performance, and video artists, printmakers, and critics;
- for the commissioning and purchase of art for public places;
- to workshops and alternative exhibition spaces;
- for organizing photography or crafts exhibitions in museums and other institutions, and for publishing accompanying catalogues;
- for photography surveys and publications;
- for services to the field;
- for short-term residencies by artists, critics, photographers, and craftsmen in educational and cultural institutions;
- to performing arts groups for the design of posters, sets, and costumes by artists.

Application Deadline Calendar

Grant Category	Deadlines	Announcement of Rejection or Grant Award	Project Beginning Dates
Artists' Fellowships *	October 16, 1978	July 1979	August 1979
Photographers' Fellowships *	April 3, 1978	October 1978	November 1978
Craftsmen's Fellowships *	December 20, 1978	July 1979	August 1979
Apprentice Fellowships in Crafts	September 29, 1978	April 1979	May 1979
Art Critics' Fellowships	May 1, 1978	October 1978	November 1978
Workshops/Alternative Spaces	September 29, 1978	April 1979	May 1979
Art in Public Places	** January 15, 1979	June 1979	July 1979
Services to the Field	December 1, 1978	June 1979	July 1979
Visual Arts in the Performing Arts	January 2, 1979	June 1979	July 1979
Photography Exhibition Aid	January 15, 1979	June 1979	July 1979
Photography Publications	January 15, 1979	June 1979	July 1979
Photography Surveys	January 15, 1979	June 1979	July 1979
Crafts Exhibition Aid	September 29, 1978	April 1979	May 1979
Crafts Workshops	September 29, 1978	April 1979	May 1979
Art in Public Places (Planning Grants for Artists)	September 1, 1978	June 1979	July 1979
Artists, Critics, Photographers and Craftsmen in Residence	Applications are accepted and reviewed throughout the year.		

* The fellowship categories described on the following pages are viewed as flexible and open-ended. Artists working in any medium, or combination of media, are invited to apply in whichever category seems most relevant to their interests.

** Letters of Intent are due June 30, 1978 prior to submitting a formal application.

Artists' Fellowships

(Painting, Sculpture, Printmaking, Drawing, Video, Conceptual, Performance)
To enable artists to set aside time and purchase materials and generally to advance their careers as they see fit.

Eligibility
Painters, sculptors, printmakers, conceptual artists, artists specializing in drawing, and performance and video artists working within a visual arts context. Artists of exceptional talent of any age or aesthetic persuasion may apply.
(Students are not eligible.)

Grant Amount
$10,000
The panel will recommend a limited number of $3,000 fellowships for emerging artists.

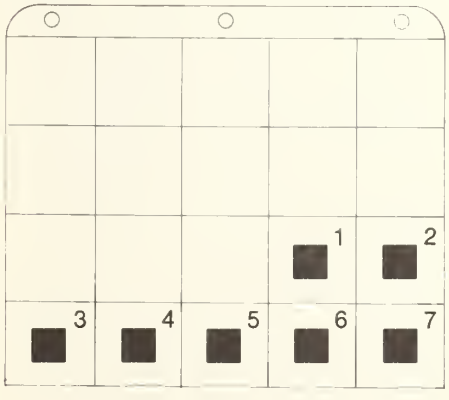
Deadline and Announcement Dates
Applications must be postmarked no later than October 16, 1978. Applicants should not anticipate notification of awards or rejections before July 1979.

Period of activity should not be scheduled to begin before August of 1979 and should be carried out during the succeeding twelve months.

Application Procedure
Due to increasing volume of applications in the fellowship categories and our intent to return all slides submitted to us, we would appreciate your cooperation in carefully following the instructions below. Please read the instructions given on page 21 in order to complete the forms entitled *Individual Grant Application NEA-2 (Rev.)*. In addition, complete the white cards and return them with your application.
Fellowship applications must be mailed to:

Grants Office
Visual Arts Fellowships
Mail Stop 701
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506

Not more than seven slides of your work should be submitted. All slides should be 35mm (suitable for carrousel projection) and must be placed in a 9″ x 11″ clear plastic sheet for safe handling and easy return. Arrangement of slides must be as follows:



Do not submit glass slides.
Please indicate on each slide:

name of artist;
title of work;
date of work;
medium;
top of work;
dimension in inches (height preceding width preceding depth).

Slides of recent work should be submitted. When surface is an important concern, a detailed view should be included among your seven slides.

Slides will be returned. However, we are sorry that we cannot be responsible for any loss or damage which may occur in mailing.

The application may be supplemented with not more than two catalogues of recent exhibitions and/or not more than three reviews of recent work. Supplementary material must be submitted with your application.

Conceptual and performance work should be appropriately documented. Video artists should send one videotape of their work (only half and three-quarter inch tapes will be reviewed). Mark a point on the tape reel indicating the beginning of a segment totalling no more than 10 minutes which you would like the panel to view in the first screening.

Videotapes will be returned. They should be labeled "Visual Arts Program" on the envelope as well as on the tape itself. Extreme care will be taken while tapes are in the possession of the Visual Arts Program, but we cannot be responsible for any loss or damage which may occur in mailing.

Although fellowships are made not for specific projects but to buy time and materials, you may indicate to the panel specific plans or projects on a single (8½″ x 11″) sheet attached to your application.

Applications which are not accompanied by slides or appropriate documentation are considered incomplete and will not be reviewed.

Artists should submit only one application (in triplicate) under the artists' fellowship program.

Photographers' Fellowships

To enable photographers to set aside time and purchase materials and generally to advance their careers as they see fit.

Eligibility
Photographers of exceptional talent of any age or aesthetic persuasion. Artists employing photography as the primary consideration in their work may also apply. (Students are not eligible.)

Grant Amount
$10,000.

The panel will recommend a limited number of $3,000 fellowships for emerging artists.

Deadline and Announcement Date
Applications must be postmarked no later than April 3, 1978. Applicants should not anticipate notification of awards or rejections before October 1978.

Period of activity should not be scheduled to begin before November 1978 and should be carried out during the succeeding twelve months.

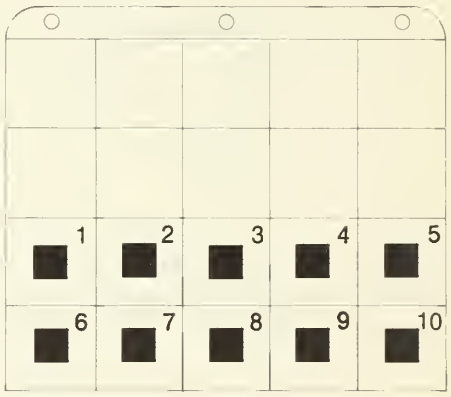
Application Procedure
Please read carefully the following information and then review the instructions given on page 21 in order to complete the forms entitled *Individual Grant Application NEA-2 (Rev.)*. In addition, complete the white cards and return them with your application.

Fellowship applications must be mailed to:

Grants Office
Visual Arts Fellowships
Mail Stop 701
National Endowment for the Arts
2401 E street, N.W.
Washington, D.C. 20506

Up to ten photographs and/or slides should be submitted with your application and will be returned. Recent work should be emphasized. While every effort will be made to insure safe handling of portfolios, the Endowment will not be responsible for any loss or damage. We urge you to exercise extreme care in packaging and labeling all materials sent through the mail. Your name, address, and the date of the work must appear on the back of each photograph submitted. **Because of difficulties in handling, portfolio boxes must not exceed 20″ x 24″.** Packages exceeding this size will be returned without panel review. Avoid using crates. Framed photographs will not be accepted.

All slides should be 35mm (suitable for carrousel projection) and must be placed in a 9″ x 11″ clear plastic sheet for safe handling and easy return. Arrangement of slides must be as follows:



Do not submit glass slides.
Please indicate on each slide:
name of photographer;
title of work;
date of work;
top of the work;
dimension in inches (height preceding width preceding depth).

The application may be supplemented with not more than two catalogues of recent exhibitions and/or not more than three reviews of recent work. Supplementary material must be submitted with your application.

Although fellowships are not made for specific projects but to buy time and materials, you may indicate to the panel specific plans or projects on a single (8½″ x 11″) sheet attached to your application.

Applications which are not accompanied by slides or photographs are considered incomplete and will not be reviewed.

Craftsmen's Fellowships

To enable craftsmen to set aside time and purchase materials and generally to advance their careers as they see fit.

Eligibility
Professional craftsmen of exceptional talent and demonstrated ability—glassblowers, metalsmiths, potters, weavers, woodworkers, etcetera—of any age or aesthetic persuasion. (Students are not eligible.)

Grant Amount
$10,000.
The panel will recommend a limited number of $3,000 fellowships for emerging craftsmen.

Deadline and Announcement Dates
Applications must be postmarked no later than December 20, 1978.
Applicants should not anticipate notification of awards or rejections before July 1979.
Period of activity should not be scheduled to begin before August 1979 and should be carried out during the succeeding twelve months.

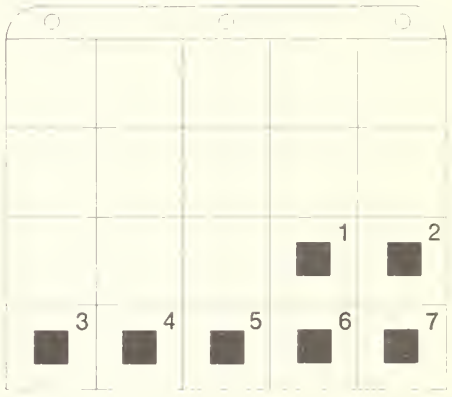
Application Procedure
Due to the increasing volume of applications in the fellowship categories and our intent to return all slides submitted to us, we would appreciate your cooperation in carefully following the instructions below.

Please read the instructions given on page 21 in order to complete the forms entitled *Individual Grant Application NEA-2 (Rev.).* In addition complete the Crafts Supplementary Information Sheet and the white cards and return them with your application.

Fellowship applications must be mailed to:

Grants Office
Visual Arts Fellowships
Mail Stop 701
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506

Not more than seven slides of your work should be submitted. All slides should be 35mm (suitable for carrousel projection) and must be placed in a 9″ x 11″ clear plastic sheet for safe handling and easy return. Arrangement of slides must be as follows:



Do not submit glass slides.
Please indicate on each slide:
name of craftsman;
title of work;
date of work;
medium;
top of work;
dimension in inches (height preceding width preceding depth).

Slides of recent work should be submitted. When surface is an important concern, a detailed view should be included among your seven slides.

Slides will be returned. However, we are sorry that we cannot be responsible for any loss or damage which may occur in mailing.

The application may be supplemented with not more than two catalogues of recent exhibitions and/or not more than three reviews of recent work. Supplementary material must be submitted with your application.

You may also submit a brief statement explaining your current work. This statement should be typed on one side only of an 8½″ x 11″ sheet and attached to your application.

Applications which are not accompanied by slides are considered incomplete and will not be reviewed.

Apprentice Fellowships in Crafts

To enable talented craftsmen to refine their skills and develop a deeper knowledge of their profession through working in the studio of a master craftsman. These fellowships are intended to provide a learning experience for the apprentice.

Eligibility

Category I. Young or developing craftsmen of ability and promise may apply for an apprentice fellowship if they have secured the permission of a master craftsman to work in his or her studio. The master craftsman should be nationally recognized and have studio space and facilities to accommodate the apprentice. Matching funds are not required.

Category II. Nonprofit, tax-exempt organizations (such as schools, art centers, or crafts workshops) may apply for up to five apprentices. Matching funds are required.

Grant Amount

$5,000 per apprentice. Funds are to cover the apprentice's expense during the grant period, which should be from six months to one year. The stipend will be paid to the apprentice in quarterly payments as the grant period progresses.

Deadline and Announcement Dates

Applications must be postmarked no later than September 29, 1978. Applicants should not anticipate notification of awards or rejections before April 1979. Projects should not be scheduled to begin before May 1979 and should be carried out during the succeeding twelve months.

Application Procedure

Category I: Please read carefully the following information and then review the instructions given on page 21 in order to complete the forms entitled *Individual Grant Application NEA-2 (Rev.)* and attach a description of the project on one 8½″ x 11″ sheet. In addition, complete the Crafts Supplementary Information Sheet and the white cards and return them with the application.

Fellowship applications must be mailed to:

Grants Office
Visual Arts Fellowships
Mail Stop 701
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506

The application must be made by the apprentice. Both the apprentice and master craftsman must submit ten slides each of recent work (see page 21 for instructions on slide submission), resumes and a brief description of the proposed working relationship. A letter from the master stating that he or she will accept the applicant as an apprentice must accompany the application.

Category II: Please read carefully the following information and then review the instructions given on pages 22-23. Complete the forms entitled *Organization Grant Application NEA-3 (Rev.)*, the Crafts Supplementary Information Sheet, and the white cards and return them with the application.

For each apprentice and master craftsman, the applicant organization must submit ten slides of recent work (see page 21 for instructions on slide submission), resumes, and a brief description of the proposed working relationship.

Art Critics' Fellowships

To enable art critics to set aside time to pursue a specific project that is not feasible in their present circumstances. Smaller fellowships for travel also will be made to critics to expand their knowledge of the current art scene outside their own region.

Eligibility
Art, crafts, photography, and experimental film critics of exceptional talent and accomplishment who are published regularly. For the purpose of this program, criticism is defined as the investigation, evaluation, and exposition of contemporary or recent art. Historians of art whose concerns are primarily scholarly should apply for funding to either the Fellowship Division or the Research Grants Division of the National Endowment for the Humanities, Washington, D.C. 20506.

Grant Amounts
Critics may apply for either but not both of the fellowship amounts below:
- $5,000—for specific projects (which may include necessary travel expenses);
- $1,000—for travel outside the region in which they reside to broaden their general knowledge of the field.

Deadline and Announcement Dates
Applications must be postmarked no later than May 1, 1978. Applicants should not anticipate notification of awards or rejections before October 1978.

Projects should not be scheduled to begin before November 1978 and should be carried out during the succeeding twelve months.

Application Procedure
Please read carefully the following information and then review the instructions given on page 21 in order to complete the forms entitled *Individual Grant Application NEA-2 (Rev.)*. In addition, complete the white cards and return them with your application. Critics involved in crafts projects should also complete and return the Crafts Supplementary Information Sheet on page 45. Fellowship applications must be mailed to:

Grants Office
Visual Arts Fellowships
Mail Stop 701
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506

Please submit not more than two recent articles or essays, neither exceeding 5,000 words. We request that you provide the original publications or journals in which the essays appeared. (This material will not be returned.) Do not submit interviews. Please indicate on a sheet (8½" x 11") the specific project you would undertake should you receive a fellowship. Applicants for travel fellowships should indicate the city or cities they wish to visit.

Workshops/Alternative Spaces

To support workshops and alternative spaces. The program is designed to encourage artists to devise modes of working together and to test new ideas.

Eligibility
For the purposes of this program, a "workshop" is defined as a place with facilities where a group of artists who share common aesthetic and technical interests come together to produce works of art in a situation in which they derive stimulation from each other's presence and ideas.

An "alternative space" is a place, often initiated and maintained by artists, where work that usually would not be seen in commercial galleries or museums is exhibited for artists and their public.

1. Workshops and alternative spaces may be independent or attached to museums, universities, or art schools. In the case of the last two, while students may benefit, the emphasis must be on work by practicing professional artists.
2. Generally, workshops and alternative spaces must have been in existence for at least one year.
3. Both workshops and alternative spaces are for the benefit of practicing professional artists. Amateur or adult education groups are not eligible.
4. Applicants or their sponsoring organizations must be tax exempt and are required to submit a copy of their Internal Revenue Service tax exemption status letter with the application.

Fees to artists for exhibitions, performances and other services are encouraged and should be included in the budget.

Grant Amounts
Grants will not exceed $20,000 and must be matched.

Deadline and Announcement Dates
Applications must be postmarked no later than September 29, 1978. Applicants should not anticipate notification of awards or rejections before April 1979.

Projects should not be scheduled to begin before May 1979 and should be carried out during the succeeding twelve months.

Application Procedure
Please read carefully the following information and then review the instructions given on pages 22-23 in order to complete the forms entitled *Organization Grant Application NEA-3 (Rev.)*. In addition, complete the white card and return it with your application.

Workshop applications will not be considered by the panel unless biographies of the artists involved in the workshop and five slides of each artist's work are included. In the case of photography workshops, prints may be submitted.

Applications for Alternative Spaces must include a list of the exhibitions presented in the previous year, any available catalogues or brochures, and examples in the form of slides of works exhibited. (See page 21 for detailed instructions concerning slide submission.)

Art in Public Places

To give the public access to a wide variety of the best contemporary art in situations outside museum walls, and to provide opportunities, challenges, and employment for living American artists of exceptional talent and achievement.

Proposals will be considered for art in any appropriate exterior or interior space. Applicants are encouraged to consider imaginatively the wide range of possibilities for art in public situations. Sites may include rivers, riverfronts, parks, plazas, airports, subways, highways, and public buildings.

Privately owned land may be used as a site if such land is either under lease to local governments for public purposes or is what may reasonably be considered a "public area"—that is an area to which the general public has free and unimpeded access, as in the case of a housing development or university campus.

Artworks may be in any permanent medium or combination of media. Earthworks, environmental art, and work in non-traditional media such as artificial light should be considered as well as painting, sculpture, large-scale photography, and crafts. The art should be appropriate for both its immediate site and the general environment in which it is to be placed.

Matching funds are required for all Art in Public Places projects. It is the Endowment's experience that successful projects require strong community support; the Endowment therefore recommends that the matching funds be raised on as wide a base as possible.

Applications are reviewed by annually changing panels composed of museum directors, curators, artists, and critics. In recent years, panelists have encouraged proposals which provide innovative opportunities for public art and which recognize younger and mid-career artists of distinction and achievement.

Please note the following major changes:

- Applicants will now directly select artists for commissioned as well as purchased work.
- A letter of intent will be required prior to submission of formal application.
- Current deadline dates for letters of intent and formal applications are stated below.

Eligibility

Cities, towns, and other nonfederal governmental units; universities, nonprofit tax-exempt private groups, state arts agencies.

Grant Amounts

Art may be either commissioned or purchased. Grants generally will not exceed $50,000 (matching) for commissions; $25,000 (matching) for purchases.

Deadline and Announcement Dates

Letters of intent are now a required part of the application procedures and must be postmarked no later than June 30, 1978. Formal applications must be postmarked no later than January 15, 1979. Applicants should not anticipate notification of awards or rejections before June 1979. Projects should not be scheduled to begin before July 1, 1979 and should be carried out during the succeeding twelve months.

Application Procedure

Please read carefully the following information and then review the instructions given on pages 22-23 in order to complete the forms entitled *Organization Grant Application NEA-3 (Rev.).* In addition, complete the white card and return it with your application.

All applicants must notify the Art in Public Places program, by letter, of their intention to make formal application for an Art in Public Places grant. Letters of intent must be postmarked by June 30, 1978 and should describe the purpose and nature of the project. To be complete, letters of intent must include the following: the names of artists whose work might be appropriate for the commission or whose work is to be purchased, photographs of their past work or of the work to be purchased, photographs and descriptions of the site, and the names of those people responsible for the selection.

The Visual Arts Program will review this information in order to assist generally in the development of the application. The program may also suggest further sources of information and consultants to confer with applicant organizations.

Formal applications, subsequent to the letter of intent, must be postmarked by January 15, 1979. They should restate in definitive form the information furnished in the letter of intent and be accompanied by fuller documentation of the proposed art project, to wit:

1) the name and brief biography of the artist ultimately chosen;

2) a list of artists considered or other evidence of serious investigation of a number of artists possibly suitable for the project;

3) a description of the selection process employed in choosing the artist, including the names of nationally recognized experts in the field of contemporary art who were involved in the selection;

4) evidence of support and approval from necessary civic authorities and community groups;

5) evidence of ability to raise matching funds;

6) methods to insure an informed community response to the project;

7) photographs (35mm slides or 8″ x 10″ black and white) of the

immediate site taken from several angles;

8) five slides of recent work by the artist;

9) for work to be purchased, a composite photograph including the work, in proper scale, as it would look on site.

Supplementary visual material will not be returned.

For purchased works, Endowment and matching funds should be allocated for and limited to the purchase of the work and, when necessary, the cost of transporting the work to the site.

For commissioned works, Endowment and matching funds should be allocated for and limited to the artist's fee, fabrication costs for the work, the cost of transporting the work to the site, and the dealer's fee, if applicable.

Notes:
The National Council on the Arts, acting both on its own initiative and on the recommendation of a number of Visual Arts advisory committees, has recommended to the Chairman that dealer's fees not exceed ten percent of the artist's fees after manufacture or cost of the work is subtracted.

Additional costs such as site preparation, staff salaries, staff travel, and administrative expenses should be borne by the applicant. Although these costs will not be considered part of the match, they should be reflected in the budget in order to indicate actual total project cost.

Art in Public Places/ Planning Grants for Artists

A Pilot Program

To generate new options for public art, a limited number of planning grants will be awarded to artists who work in any medium but who generally have not had direct experience with art in public environments. Planning grants should lead artists to acquaint themselves with the challenges of public space, develop new ideas, and experiment freely. Projects investigating new techniques and materials suitable for art in public places, as well as project designs for public spaces are eligible for funding. Artists are encouraged to be wide ranging in their thinking but to consider specific public sites so that their projects might provide suggestions for communities.

Grant Amounts

Grants will not exceed $2,000 and will be awarded to individuals on a non-matching basis.

Eligibility

Artists of exceptional talent of any age or aesthetic persuasion. Students are not eligible.

Deadline and Announcement Dates

Applications must be postmarked no later than September 1, 1978. Applicants should not anticipate notification of awards or rejections before June 1979. Projects should not be scheduled to begin before July 1, 1979 and should be carried out during the succeeding twelve months.

Application Procedure

Please read carefully the following information and then review the instructions given on page 21 in order to complete the forms entitled *Individual Grant Application NEA-2 (Rev.).* In addition, complete the three white cards and return them with your application.

Applications must be mailed to:
Grants Office
Mail Stop 500
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506

Applications must be accompanied by:

- up to seven slides of recent work (see page 21 for detailed instructions concerning slide submission);
- a description of the intended project;
- photographic documentation and description of the specific site for which the project is conceived;
- a breakdown of anticipated expenses.

Every effort will be made to return slides. However, the Endowment will not be responsible for damage or loss.

Final reports should include a narrative description and visual material documenting the project.

Artists, Critics, Photographers, and Craftsmen in Residence

To make it possible for art schools, university art departments and other institutions to invite artists, critics, photographers and craftsmen of national reputation for short-term stays to instruct and stimulate students and faculty while practicing their professions. The Visual Arts Program believes that such circulation of professionals of exceptional talent benefits the students, the faculty, and the visiting artists.

Institutions select the artist, critic, photographer, or craftsman of their choice and work out a mutually acceptable schedule of activities emphasizing contact with students. While new methods are not necessarily better, more inventive ways of bringing this contact about may be desirable: for instance, making the evolution of a work of art itself the teaching situation or engaging the students as assistants in some project or process.

Eligibility
This program category is aimed primarily at art schools, university art departments, museums, and other arts organizations. Cities, state arts agencies, and parks also may apply.

Grant Amounts
Grants usually will not exceed $1,500 and must be matched. Project budgets generally should include only artist's fees and transportation to the site of the residency at the start of the project and return home.

Deadline and Announcement Dates
Applications for this program are accepted and grants are made throughout the year. However, applications must be received six months before the planned residency will begin.

Application Procedure
Please read carefully the following information and then review the instructions given on pages 22-23 in order to complete the forms entitled *Organization Grant Application NEA-3 (Rev.)*. In addition, complete the white card and return it with your application. Organizations that intend to place a craftsman in residence should also complete the Crafts Supplementary Information Sheet on page 45. Applications should include a biography and five slides (where applicable) of the work of each intended participant. (See page 21 for detailed instructions on slide submission.) Incomplete applications will not be considered.

Services to the Field

To assist organizations, artists' groups, and individuals providing services to artists. Primary consideration will be given to programs that have a direct and immediate effect on artists' professional lives—especially those that provide financial aid, technical assistance, or funds for materials and equipment.

Also eligible are projects that provide an art community with access to books, periodicals, slides, and other information on contemporary art; and publications that serve a particular region, aesthetic, or need, and contribute to the national dialogue on contemporary art.

Eligibility
Nonprofit, tax-exempt organizations providing services to visual artists, photographers, and craftsmen. Individuals proposing services not being provided by an organization may also apply.

Grant Amounts
Grants generally will not exceed $10,000. Grants awarded to organizations must be matched; grants to individuals do not require matching funds.

Deadline and Announcement Dates
Applications must be postmarked no later than December 1, 1978. Applicants should not anticipate notification of awards or rejections before June 1979.

Projects should not be scheduled to begin before July 1979 and should be carried out during the succeeding twelve months.

Application Procedure
Please read carefully the following information and then review the instructions given on pages 22-23 in order to complete the forms entitled *Organization Grant Application NEA-3 (Rev.)*. Also complete the white card and return it with your application. Individuals should review the instructions on page 21, complete the forms entitled *Individual Grant Application NEA-2 (Rev.)*, and attach a brief description of the project. In addition, complete the white card and return it with your application.

The applicant should demonstrate the need for the proposed project, name the particular constituency it will serve, and detail how the availability of these services will be made known to artists. Applications for periodicals or journals should be accompanied by examples of previously published material.

Visual Arts in the Performing Arts

To make visual artists available to performing arts groups. (Professional stage and costume designers are not eligible.)

Funds will be available to performing arts groups that wish to commission artists of exceptional talent in three areas:

1. Design of sets for theatrical, operatic, and dance performances.
2. Design of costumes for theatrical, operatic, and dance groups. Applications for sets and costumes may be combined.
3. Design of posters which publicize either a single production or season's schedule. A part of each poster project should be a signed edition; signed and unsigned posters may be sold for the benefit of the applicant organization. Artists' designs should be newly created for the project.

Eligibility
Professional performing arts groups (dance companies, orchestras, opera companies, theatre companies). Although individual artists may not apply directly, they may wish to communicate their interest in this program to performing arts groups.

Grant Amounts
Up to $5,000 (matching) for design of sets and costumes. (Although Endowment funds must be used for the artist's fee, matching funds may be used to defray costs of executing the artist's design.)
Up to $2,000 (matching) for design and production of poster edition.

Deadline and Announcement Dates
Applications must be postmarked no later than January 2, 1979. Applicants should not anticipate notification of awards or rejections before June 1979. Projects should not be scheduled to begin before July 1, 1979 and should be carried out during the succeeding twelve months.

Application Procedure
Please read carefully the following information and then review the instructions given on pages 22-23 in order to complete the forms entitled *Organization Grant Application NEA-3 (Rev.)*. Complete the white card and return it with your application. Under section "IV. Summary of Project Description" of the application include the specific artist and production(s) to be involved. The artist must be contacted by the company before application is made. A letter from the artist stating his or her interest in undertaking the project must be included in the application along with a biography and five slides of recent work by the artist to be commissioned. (See page 21 for detailed instructions on slide submission.)

Applicants are encouraged to contact the Visual Arts Program to discuss their proposal prior to making formal application. At the applicant's request, the Endowment will suggest sources of information and consultants to advise on artists appropriate to the applicant's needs.

Photography Exhibition Aid

To bring photography exhibitions of contemporary and/or historical significance to the public in a variety of appropriate situations.

Eligibility
Universities, museums, state historical organizations, state arts agencies, community centers, libraries, and smaller nonprofit photography organizations.

Grant Amounts
Matching grants normally will not exceed $15,000 for major exhibitions and $7,500 for other projects.

Deadline and Announcement Dates
Applications must be postmarked no later than January 16, 1979.
Applicants should not anticipate notification of awards or rejections before June 1979.
Projects should not be scheduled to begin before July 1979 and should be carried out during the succeeding twelve months.

Application Procedure
Please review the instructions on pages 22-23 and complete the forms entitled *Organization Grant Application NEA-3 (Rev.).* In addition, complete the white card and return it with the application.

All applicants should indicate the number of photographs to be exhibited; whether the exhibition will be circulated to other institutions; and the professional qualifications of those responsible for organizing the exhibition.

Applications for exhibitions which will present the work of anonymous or unknown artists of historical significance, or little-known contemporary photographers, must be accompanied by 10 to 15 slides or copy prints, which will be returned.

Since catalogues provide a valuable photographic record, are works of art in themselves, and often contain essays of importance, special consideration will be given to funding catalogues of lasting value to the field. A breakdown of the catalogue budget should be submitted with the application. Also include: size, number of pages, number of reproductions, number to be printed, and an indication of proposed text. Where available, samples of previously published catalogues should be included. Expected income from sale of the catalogue should also be indicated.

Smaller nonprofit organizations are mentioned above. Special consideration will be given to such organizations attempting to advance the public's knowledge and awareness of outstanding contemporary photography.

Workshops/Alternative Spaces

Photography workshops and other organizations conducting photography programs are eligible to apply under the Workshops/Alternative Spaces Program. For guidelines and instructions for applying, see page 8.

Photography Publications

To assist the publication of outstanding works of historical or contemporary significance in photography; and to provide an appropriate context for reproduction of photographs, publication of research, criticism, and essays on photography, and documentation of the work of little-known photographers of historical significance.

Photography Publications is not intended to support periodicals, research projects, or technical investigations. However, completed research and the results of technical investigations, ready for publication, will be eligible.

Requests for support for exhibition catalogues are considered under Photography Exhibition Aid on page 14.

Eligibility
Nonprofit publishing organizations, museums, educational institutions, university presses, historical archives, and other tax-exempt organizations. This category is not open to applications from individuals.

Grant Amounts
Matching grants up to $20,000.

Deadline and Announcement Dates
Applications must be postmarked no later than January 16, 1979.
Applicants should not anticipate notification of awards or rejections before June 1979.
Projects should not be scheduled to begin before July 1979 and should be carried out during the succeeding twelve months.

Application Procedure
Please review the instructions on pages 22-23 and complete the forms entitled *Organization Grant Application NEA-3 (Rev.)*. In addition, complete the white card and return it with your application.

A breakdown of the publication budget and specifications should be submitted with the application and should include: physical dimensions, number of pages, number to be printed, anticipated income from sales of the publication, content (number of reproductions and description of text), and professional qualifications of those responsible for developing the publication. When available, examples of previously completed publications should also accompany the application.

The application should indicate the methods by which the proposed publication will reach its intended audience.

Final Reports
Fifteen copies of the final publication must be sent to the National Endowment for the Arts as part of the final report.

Photography Surveys

To commission photographers of exceptional talent to document aspects of life or the geography of a particular city or region. Survey projects that research and retrieve historical photographs that reveal a region's past or projects that combine newly commissioned work and historical photographs will also be considered.

Upon successful completion of a survey project organizations may apply for grants to exhibit or publish the results.

Eligibility
Matching grants will be awarded to nonprofit, tax-exempt photography organizations, educational institutions, museums, historical organizations, archives, libraries, state arts agencies, and other organizations capable of satisfying the archival goals of this program.

Photographers wishing to collaborate on a project should secure the official sponsorship of a nonprofit, tax-exempt organization. The sponsoring organization must submit the formal application.

Grant Amounts
Matching grants of up to $15,000 will be awarded for photographers' time, travel, and materials during the period in which the survey is being undertaken and for research expenses.

Deadline and Announcement Dates
Applications must be postmarked no later than January 16, 1979.
Applicants should not anticipate notification of awards or rejections before June 1979.
Projects should not be scheduled to begin before July 1979 and should be carried out during the succeeding twelve months.

Application Procedure
Please read carefully the following information and then review the instructions on pages 22-23 in order to complete the forms entitled *Organization Grant Application NEA-3 (Rev.)*. In addition, complete the white card and return it with your application.

On the application form under "IV. Summary of Project Description" applicants must submit a project summary which thoroughly describes the purpose and scope of the survey project. Applicants must identify the photographers working on the project and the institution on the state or local level in which the completed survey will be preserved and kept available for public use. Although not funded under this category, applicants who plan to exhibit or publish the completed survey should so indicate. If more space is needed than is provided on the application form, please include not more than one (8½″ x 11″) sheet.

Applications for projects that will involve commissioning new photographs or will make use of existing work by contemporary photographers should include at least 10 examples of work by each photographer. Applications for surveys of an historical nature should be accompanied by 15 to 25 slides or copy prints from the collections under study. All submitted work will be returned. An outline of the qualifications of all professionals to be involved in the project, such as photographers, curators, and historians, should be submitted with the application.

In all instances photographs which emerge during the course of a survey project should be archivally preserved in an appropriate regional institution.

Final Reports
When photographers are commissioned to produce new work, one original copy of the final edited survey should be submitted with the final report, and should also be submitted to the institution on the state or local level responsible for preserving the completed survey. In addition, if the survey project involves already existing contemporary or historical photographs, copy prints of this material, when available, should also be submitted both with the final report, and to the institution on the state or local level responsible for preserving the completed survey. Thus, survey projects completed under this program category will be stored both locally and in a central, national repository.

Note
When photographers are commissioned to produce new work, dual ownership of reproduction rights by the photographer and sponsoring institution is advised. At its expense, the sponsoring institution should obtain copy negatives of each photograph in the final, edited survey, in order to assure broad public accessibility and use of photographs produced under photography survey projects.

Crafts Exhibition Aid

To bring crafts exhibitions of contemporary or historical importance to the public. Such exhibitions should further the understanding and appreciation of crafts.

Eligibility
Universities, museums, community art centers, state arts agencies, crafts associations, and other nonprofit organizations.

Project Examples
Examples of exhibitions that might qualify for support include, but are not limited to, the following:

1. exhibitions that explore a specific theme;
2. community-oriented exhibitions that bring works of high quality professional craftsmanship to regions that normally do not have access to such work;
3. crafts exhibitions that are coordinated with crafts workshops.

Grant Amounts
Matching grants up to $15,000 for major exhibitions and up to $7,500 for other projects.

Deadline and Announcement Dates
Applications must be postmarked no later than October 29, 1978.
Applicants should not anticipate notification of awards or rejections before April 1979.

Projects should not be scheduled to begin before May 1979 and should be carried out during the succeeding twelve months.

Application Procedure
Please read carefully the following information and then review the instructions given on pages 22-23 in order to complete the forms entitled *Organization Grant Application NEA-3 (Rev.).*

In addition, complete the Crafts Supplementary Information Sheet and the white card, and return them with your application.
Evidence of ability to carry through the planned exhibition must be supplied. Institutions, museums and universities should supply budgets of previous exhibitions as a guideline to funding.

All applications must supply the following information:

1. name of place(s) exhibition is to be held; if funds are requested to have the exhibition travel, the itinerary should be supplied;
2. name and curriculum vitae of persons responsible for organizing the exhibition;
3. name and curriculum vitae of persons preparing the catalogue;
4. number of works;
5. names of the craftsmen whose works will be on display; if names are not known, information on the method of selection should be provided; if jurors are used, they should be named;
6. catalogues from previous exhibitions, if available.

Since a catalogue is a valuable document of an exhibition, special consideration will be given to funding catalogues of lasting value to the field. A breakdown of the catalogue budget should be included in your application. Also include: size, number of pages, reproductions, kind of paper and cover, number to be printed, and an indication of proposed text. Where available, samples of previously published catalogues should be included. Expected income from sale of the catalogue should also be indicated.

Grant funds may not be used for purchase awards or for the purchase of works for a permanent collection.

Crafts Workshops

To assist the production of new work by craftsmen of exceptional talent. The program encourages artists to test ideas and media and to devise modes of working together.

Eligibility

A "crafts workshop" is defined here as a place with facilities where a group of craftsmen who share common aesthetic and technical interests come together for the purpose of making crafts in a situation in which they derive stimulation from each other's presence and ideas. Generally, these workshops are expected to be intensive, short-term experiences with a specific project or theme. Regular educational curricula (including summer school curricula) will not be funded. The purpose of this grant category is to assist workshops which are outside the regular activities of the applicant organization or institution.

Applicants should have demonstrated the highest standards of professional ability. Although students may participate in these workshops, they are primarily for the benefit of professionals in the field.

1. Crafts workshops may be independent or may be attached to schools, parks, museums, universities, art schools, and community art centers.
2. Generally, organizations and institutions applying for Crafts Workshop assistance must have been in existence for at least one year.
3. Crafts Workshops applicants or their sponsoring organizations must be tax-exempt, and are required to submit a copy of their Internal Revenue Service tax exemption status letter with the application.

Grant Amounts

Grants usually will not exceed $15,000 and must be matched.

Deadline and Announcement Dates

Applications must be postmarked no later than October 29, 1978. Applicants should not anticipate notification of awards or rejections before April 1979.

Projects should not be scheduled to begin before May 1979 and should be carried out during the succeeding twelve months.

Application Procedure

Please read carefully the following information and then review the instructions given on pages 22-23 in order to complete the forms entitled *Organization Grant Application NEA-3 (Rev.)*. In addition, complete the Crafts Supplementary Information Sheet and white card and return it with the application. The application will not be considered unless biographies of the craftsmen involved in the workshop and five slides of each craftsman's work are included. See page 21 for detailed instructions on slide submission.

Exchange Fellowship Programs

United States/United Kingdom
Under an agreement between the governments of Great Britain and the United States, a total of five fellowships from among the visual and performing arts for work and study in the United Kingdom will be awarded each year to mid-career American artists who show a clear potential to become leaders in their respective fields. A similar number of British artists will receive awards to pursue their disciplines in the United States. The program, administered jointly by the National Endowment for the Arts, the Department of State and the Arts Council of Great Britain, will continue through 1981.

US/UK Fellowships will normally be awarded for nine consecutive months in residence in the United Kingdom. Occasionally, US/UK Fellowships will be considered for not less than six consecutive months.

Fellowship grants of up to $15,000 are available to enable artists to pursue their disciplines in the United Kingdom. Each fellow will receive a monthly stipend of $1,600. Round-trip transportation will be provided for the fellow. Additional funds may also be made available for other extraordinary expenses directly associated with the fellowship. There is no matching requirement.

United States/Japan
Under an agreement between the governments of Japan and the United States, a total of five fellowships from among the visual and performing arts for work and study in Japan will be awarded each year to mid-career American artists who show a clear potential to become leaders in their respective fields. A similar number of Japanese artists will receive awards to pursue their disciplines in the United States. The program, administered jointly by the National Endowment for the Arts, the Japan-United States Friendship Commission in the U.S. and the Agency for Cultural Affairs in Japan, will continue through 1980.

U.S./Japan Fellowships will normally be awarded for six to nine consecutive months of residence in Japan.

Fellowship grants of $15,000 are available to enable artists to pursue their disciplines in Japan. A monthly stipend plus round-trip transportation for the fellow and dependents will be provided. Additional funds may also be made available for extraordinary expenses directly associated with living and working in Japan including Japanese language training and interpreters.

Application Procedure
Artists applying under any Visual Arts Program fellowship category will automatically be eligible for consideration for both exchange programs. Please follow application procedures for Visual Arts fellowship programs: page 3 (artists), page 5 (craftsmen), and page 4 (photographers).

The Visual Arts Program fellowship advisory panels will recommend one or two artists in each fellowship category for consideration by the American Selection Committees.

Only recommended artists will be notified. This notification will follow the same time schedule as the announcement dates of each of the fellowship programs. A representative of each American Selection Committee will write to recommended artists to obtain additional information.

Recommendation for a US/UK or US/Japan Fellowship will not affect your application for a Visual Arts Program Fellowship.

For further information please contact the Office of Special Projects, National Endowment for the Arts, 2401 E Street, N.W., Washington, D.C. 20506, Tel.: 202-634-6380.

Challenge Grants

Challenge Grants are one-time grants awarded to cultural institutions to help them obtain new and increased sources of contributed income on a continuing basis. They are meant to complement, and not to replace, the Program support that many institutions continue to receive from the Arts Endowment. In 1976, Congress authorized the Endowment to provide a program of Challenge Grants for the purposes of:

"(A) enabling cultural organizations and institutions to increase the levels of continuing support and to increase the range of contributors to the programs of such organizations or institutions;

"(B) providing administrative and management improvements for cultural organizations and institutions, particularly in the field of long-range financial planning;

"(C) enabling cultural organizations and institutions to increase audience participation, and appreciation of, programs sponsored by such organizations and institutions;

"(D) stimulating greater cooperation among cultural organizations and institutions especially designed to serve better the communities in which such organizations or institutions are located; and

"(E) fostering greater citizen involvement in planning the cultural development of a community."

Challenge Grants are available to cultural institutions that have demonstrated a commitment to aesthetic quality and have programs of national or regional impact. It is expected that most recipients will also be grantees receiving continuing support from other program categories of the Endowment. Grants require that the recipient match each federal dollar with a minimum of three dollars from "new" sources or "increased"amounts from former donors. The length of the grant eriod may extend from one to three years.

The specific use of the Challenge Grant and matching funds is primarily at the discretion of the grantee. Possible uses of Challenge Grants are:

- to meet increased operating costs;
- to help eliminate accumulated debts;
- to initiate or augment a cash reserve or an endowment fund;
- to provide capital improvements for cultural facilities;
- to assist a special one-time project which shows clearly that it will contribute to the basic strengthening of the grantee, and will have a beneficial impact on generating continued contributions from new and/or increased sources.

Challenge Grants are initially reviewed by the appropriate Program Advisory Panel through which the organization usually receives support. Final recommendation is made by the National Council on the Arts.

The next application deadline for Challenge Grants is expected to be in the Fall of 1978. Detailed Guidelines with the announcement of the new deadline will be available in late August 1978. Further information may be obtained from the Challenge Grant Coordinator, National Endowment for the Arts, Washington, D.C. 20506.

Other Programs of Interest

Visual Arts applicants also may be interested in the Media Arts: Film/Radio/Television Program, the Museum Program, and the Architecture, Planning and Design Program. Guidelines may be obtained from the Program Information Office, Mail Stop 550, National Endowment for the Arts, 2401 E Street, N.W., Washington, D.C. 20506.

Instructions for Individuals

Individuals applying to the Endowment must use the form entitled *Individual Grant Application NEA-2 (Rev.)* printed on pages 25-30. Application forms must be submitted in triplicate.

Fellowship applications with all supporting material and the three completed white cards must be sent to:

Grants Office
Visual Arts Fellowships
Mail Stop 701
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506

All other applications from individuals, with supporting material and the three completed white cards, must be sent to:

Grants Office
Mail Stop 500
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506

In completing the application forms the following items require clarification:

1. Please indicate the appropriate category under which support is requested:

Artist's Fellowship
Photographer's Fellowship
Craftsman's Fellowship
Apprentice Fellowship in Crafts (Category I)
Art Critic's Fellowship
Services to the Field
Art in Public Places (Planning Grant)

2. U.S. Citizenship

Ordinarily, grants are made only to U.S. citizens or permanent residents of the United States.

3. Discipline or Medium

Applications are reviewed according to media or discipline. Examples: video, conceptual, painting, ceramics, fibres, glass, lithography, etching.

4. Period of Support Requested

This should be the time span during which the activity will occur which will generally not exceed a year. Consult the Application Deadline Calendar on page 2 for appropriate starting date.

Supporting material is required for all individual applications. Please refer back to the appropriate funding category ("Application Procedure") for specific requirements.

Taxability

The Internal Revenue Code provides that certain fellowships to individuals who are not candidates for degrees are tax deductible, but only up to a certain amount and for a limited period of time. The Endowment cannot advise you as to the deductibility of all or any portion of a fellowship, should one be awarded to you. Advice should be obtained from your own tax counselor or local Internal Revenue office.

Requirements for Submission of Slides

All slides should be 35mm (suitable for carrousel projection) and must be placed in 9″ x 11″ clear plastic sheets for easy handling. Do not submit glass slides. Please indicate on each slide casing:

- name;
- title of work;
- date of work;
- medium;
- dimension in inches (height preceding width preceding depth);
- top of work.

Fellowship applicants should refer to the specific instructions for submission of slides under the appropriate category.

Instructions for Organizations

General Information
By statute, the National Endowment for the Arts is limited to the support of organizations which meet the following criteria:

1. Organizations in which no part of net earnings inures to the benefit of a private stockholder or individual and to which donations are allowable as a charitable contribution under Section 170(c) of the Internal Revenue Code of 1954, as amended.

2. Organizations receiving National Endowment for the Arts support must conduct their operations in accordance with the requirements of Title VI of the Civil Rights Act of 1964 and the Rehabilitation Act of 1973, as amended, which bar discrimination in federally assisted projects on the basis of race, color, national origin or handicap. Individuals or organizations receiving support from the National Endowment for the Arts who will be making payments for services to any person other than the grantee must comply with these requirements.

3. Organizations which compensate all professional performers, related or supporting professional personnel, laborers, and mechanics on the basis of negotiated agreements which would satisfy the requirements of Parts 3, 5, and 505 of Title 29 of the Code of Federal Regulations, or the equivalent thereto as recognized by the appropriate union, for the duration of any projects supported in whole or in part by the National Endowment for the Arts.

Application Information
Organizations applying to the Endowment must use the forms entitled *Organization Grant Application NEA-3 (Rev.)* printed on pages 31-42. All applications must be submitted in triplicate. Send applications with all supportive material and the completed white card to:

Grants Office, Mail Stop 500
2401 E Street, N.W.
National Endowment for the Arts
Washington, D.C. 20506

Each applicant organization must submit the following:

1. Copy of Internal Revenue Service determination letter for tax-exempt status.

2. Signed copy of the Assurance of Compliance with the Regulations of Civil Rights Act of 1964 form (page 43) if one has not been submitted to the Endowment in connection with a grant award during the last five years.

3. Supplementary material required under the "Application Procedure" section of each category.

Detailed Instructions for Completing the Application Form

I. Applicant Organization. The applicant organization's name as provided on the application form must be identical with the name of the organization provided in the IRS determination letter or in the official document identifying the applicant organization as a unit of either state or local government.

State or local government units must attach to the application a copy of the official document indicating their status within the state or local government. (These documents will not be returned.)

II. Grant Category under Which Support Is Requested. Please indicate one of the following in the space provided:

Art in Public Places
Artists, Critics, Photographers, and Craftsmen in Residence
Crafts Exhibition Aid
Crafts Workshops
Apprentice Fellowships in Crafts (Category II)
Photography Exhibition Aid
Photography Publications
Photography Surveys
Services to the Field
Visual Arts in the Performing Arts
Workshops/Alternative Spaces

III. Period of Support Requested is the span of time necessary to plan, execute, and close out the proposed project. Generally the Endowment limits its financial participation in any project to a maximum of 12 months. A project should not begin before the starting date indicated on the Application Deadline Calendar.

IV. Summary of Project Description must be limited to the description of the project for which financial support is requested. The project description must be as clear and concise as possible, stating the intent and purpose of the proposal, and must be contained in the space provided. Project description should include where appropriate the names of key personnel. Applicants must indicate if they have received previous support from any Endowment Program, or if they have other applications under Endowment review.

Please review the section called "Application Procedure" for the appropriate category of funding for specific information to be included in the summary of project description. If all pertinent information can not be included in the space provided on the application form, attach no more than one additional 8½" x 11" page.

Additional information such as catalogues, brochures, photographs, biographies, or slides may be required with the application. See specific program categories for instructions on submission of supportive materials.

V. Estimated Number of Persons Expected To Benefit from This Project is the total audience, participants, students, etc. (excluding employees) that are anticipated to benefit directly from this project.

VI. Amounts Shown in Summary of Estimated Costs should correspond with the total amounts shown in Section IX, subsection A, items 1-5 below and subsection B. Both Sections VI and IX must reflect the total anticipated expenses for each item, not only those portions of the expenses for which Endowment money will be used. All figures should be rounded to the nearest ten dollars.

VII. Total Amount Requested from the Arts Endowment. The amount requested should be rounded to the nearest ten dollars. The Endowment generally requires each applicant to obtain at least 50 percent of the total costs of each project from non-federal sources.

In the event the applicant is applying for a Treasury Fund grant, the amount shown must include the Treasury Fund portion requested and direct contributions to the Endowment (gift transmittal letters). The Treasury Fund method is described on page 24.

VIII. Organization's Total Fiscal Activity

A. Expenses include Endowment projects funded and anticipated.

B. Revenues, grants, and contributions including Endowment grants received and anticipated.

IX. Budget Breakdown of Total Estimated Cost

A. Direct costs are all costs which can be specifically identified with the project.

1. *Salaries and Wages* must be estimated at rates not lower than the prevailing minimum compensation as set out in Part 505 of Chapter 29 of the Code of Federal Regulations. Copies will be sent on request. Fringe benefits may be included here only if not included as indirect costs.

2. *Supplies and Materials* include consumable supplies, raw materials for the fabrication of project items, and items of expendable equipment, i.e. equipment items costing less than $300 or with an estimated useful life of less than one year.

3. *Travel* must be estimated pursuant to applicant's established travel practice or written policy providing that the travel results in a reasonable charge and all travelers use jet economy air coach accommodations. Foreign travel is not authorized unless it is included in the budget.

4. *Special* includes permanent equipment such as equipment costing over $300 with an estimated useful life of one year or more. Written justification including as a minimum a brief description of the items needed, applicant's purchasing practices, and policy on facilities' maintenance and protection must be submitted. The Endowment has a general policy against support of capital improvements and major construction.

5. *Other* includes consultant and artist fees, honoraria, contractual services, rental of space or equipment, transportation of items other than personnel. In the event of consultant and artist fees, honoraria, or contracts for personal or professional services, please specify number of persons and applicable fee, rate, or amount of each. Do not include entertainment, fines and penalties, bad debt costs, contingencies, or costs incurred before the beginning of the official grant period.

B. Indirect costs are those costs incurred for common or joint objectives and not readily assignable to the specific activities benefited. Indirect costs may be computed by the application of an indirect cost rate established as a result of negotiation with the National Endowment for the Arts Audit Office (Rm. W729, 2401 E Street, N.W., Washington, D.C. 20506) or another federal agency. A copy of the negotiation agreement must accompany the application. (No materials will be returned.)

X. Contributions. Grants, and Revenues. It is important to specify all sources of matching funds.

A. Contributions include (1) all anticipated cash donations for this project and (2) in-kind contributions at the fair-market value or pro rata share of the fair-market value of essential items that are wholly or partially consumed on the project. In-kind contributions must also be reflected in the total project cost.

B. Grants include all or a pro rata share of anticipated grants either wholly or partially restricted for use on this project. (Do not include the grant requests by this application.) A grant is generally characterized by written authority to spend up to a specified amount of money for a specific purpose.

C. Revenues include all revenues regardless of source expected to be used on this project.

XI. State Arts Agency Notification urges each applicant to advise the state arts agency of his state that this application is being made. In the event the address of the state arts agency is unknown such information may be obtained from the Office of the Governor of the applicant's state.

XII. Certification. The application must be signed by an official with authority to legally bind the applicant organization. In addition, please type name, title, and telephone number of the authorizing official(s), project director, and payee under the signatures. In the case of universities, applications must be submitted under the signature of the appropriate authorizing official designated by the university.

Treasury Fund Method of Funding

When the National Endowment for the Arts was created, Congress included a unique provision in its enabling legislation. This provision allows the Endowment to work in partnership with private and other nonfederal sources of funding for the arts. Designed to encourage and stimulate increased private funding for the arts, the Treasury Fund allows nonfederal contributors to join the Endowment in the grant-making process, generally for projects supported by the Endowment under the established program guidelines.

The Endowment encourages use of the Treasury Fund method as an especially effective way of combining federal and private support, and as an encouragement to all potential donors, particularly those representing new or substantially increased sources of funds.

The Endowment may accept gifts in the form of money and other property. Bequests may be made to the Endowment as well. Gifts to the Endowment are generally deductible for federal income, estate, and gift tax purposes.

Gifts may be made to the Endowment for the support of a non-profit, tax-exempt, cultural organization which has been notified that the Endowment intends to award it a grant under its regular program guidelines—organizations such as a museum, a symphony orchestra, a dance, opera, or theatre company—or for an Endowment program, such as touring or conferences.

When a restricted gift is received, it frees an equal amount from the Treasury Fund, which is then made available to the grantee in accordance with the amount and conditions of the grant, as recommended by the National Council on the Arts and approved by the Chairman.

The Endowment also accepts unrestricted gifts to be used for projects recommended to the Chairman by the National Council on Arts.

How a Treasury Fund Grant Is Arranged

Those interested in giving for a specific purpose should note the step-by-step process described below.

1. If a project is eligible for consideration under the Visual Arts Program guidelines the applicant submits to the Endowment a formal application, which may include a list of potential donors.
2. The application is reviewed first by the Visual Arts Advisory Panel and then by the National Council on the Arts and is recommended for approval or rejection. Based on these recommendations, the Chairman makes the final determination and notification is sent to the applicant.
3. If the grant award is approved, the applicant then requests that the donors forward their gifts to the National Endowment for the Arts in the form of a gift transmittal letter specifying the amount and restricted purpose of the donation (i.e., the name of the applicant and specific project supported), and date by which payment will be made to the grantee organization (see below).

Handling Procedures

In order to simplify handling procedures for restricted donations which are to be matched by the Treasury Fund, grant recipients will receive payment directly from the donor (in cash or negotiable securities) on all restricted Treasury Fund gifts to the Endowment. Under this method, the following procedures apply:

1. Gift transmittal letter is received by the Endowment from donor with above specified information.
2. Upon receipt of payment on the gifts, grantee provides the Endowment with evidence of receipt of such payment as follows:
   - In the case of individual gifts of less than $5,000, grantee will forward to the Endowment a list of donors' names, addresses, and amounts received, certified by an official of the organization and notarized.
   - In the case of individual gifts of $5,000 or more, grantee will forward to the Endowment, within the grant period, a photostatic copy of the instrument of payment, i.e. the check or negotiable securities, with a covering letter.
3. In cases where benefit proceeds are to be utilized for purposes of the Treasury Fund, evidence, such as benefit announcement circulars, invitations, posters, etcetera (which indicate donors had prior knowledge that their contributions would be used for the Treasury Fund) must be retained by grantee as evidence of donors' intent. In these cases, the grantee organization will forward to the Endowment, within the grant period, a notarized letter requesting release of the Treasury matching funds, signed by an appropriate official, certifying that the benefit was held on a specified date, yielded a specific sum for Treasury Fund gift purposes related to the grant in question, and that evidence of the benefit will be retained by grantee organization in its files.
4. In all cases, donors are to make payment on gifts at least 60 days prior to termination of the grant period, and grantee organizations will provide the Endowment with evidence of receipt of payment on gifts at least 30 days prior to the termination of the grant period.

The Process in Terms of Money

$ 25,000	Donor's contribution(s) to Endowment
25,000	Endowment match from the Treasury Fund
$ 50,000	Total Endowment grant
50,000	Grantee's additional project cost
$100,000	Minimum total budget of project

Individual Grant Application
National Endowment for the Arts **Visual Arts Program**

Fellowship Applications must be submitted in triplicate and mailed to the Grants Office (Mail Stop 701) National Endowment for the Arts, Washington, D.C. 20506

Category under which support is requested:

Name (last, first, middle initial)

U.S. Citizenship
Yes **No** **Visa Number**

Present mailing address/phone

Professional field or discipline

Birth Date **Place of Birth**

Permanent mailing address/phone

Period of support requested
Starting
month day year

Ending
month day year

Career summary or background

Amount requested from National Endowment for the Arts $_____

Education

Name of Institution	Major area of study	Inclusive dates	Degree

Fellowships or grants previously awarded

Name of award	Area of study	Inclusive dates	Amount

Prizes/Honors received	Membership Professional Societies

Present employment

Employer	Position/Occupation	Total Income last calendar year

I certify that the foregoing statements are true and complete to the best of my knowledge. Should a grant result from my application, grant funds will be used to advance my career in a fashion consistent with my previous performance as shown by my slides and other supportive material.

Signature of applicant _____ Date _____

Individual Grant Application
National Endowment for the Arts **Visual Arts Program**

Fellowship Applications must be submitted in triplicate and mailed to the Grants Office (Mail Stop 701) National Endowment for the Arts, Washington, D.C. 20506

Category under which support is requested:

Name (last, first, middle initial)

U.S. Citizenship
Yes **No** **Visa Number**

Present mailing address/phone

Professional field or discipline

Birth Date **Place of Birth**

Permanent mailing address/phone

Period of support requested
Starting
month **day** **year**

Ending
month **day** **year**

Career summary or background

Amount requested from National Endowment for the Arts $_____

Education

Name of Institution	Major area of study	Inclusive dates	Degree

Fellowships or grants previously awarded

Name of award	Area of study	Inclusive dates	Amount

Prizes/Honors received	Membership Professional Societies

Present employment

Employer	Position/Occupation	Total Income last calendar year

I certify that the foregoing statements are true and complete to the best of my knowledge. Should a grant result from my application, grant funds will be used to advance my career in a fashion consistent with my previous performance as shown by my slides and other supportive material.

Signature of applicant _____ Date _____

NEA 2 (Rev.) OMB-128-ROOO1

Individual Grant Application
National Endowment for the Arts **Visual Arts Program**

Fellowship Applications must be submitted in triplicate and mailed to the Grants Office (Mail Stop 701) National Endowment for the Arts, Washington, D.C. 20506

Category under which support is requested:

Name (last, first, middle initial)

U.S. Citizenship
Yes **No** **Visa Number**

Present mailing address/phone

Professional field or discipline

Birth Date **Place of Birth**

Permanent mailing address/phone

Period of support requested
Starting
month day year

Ending
month day year

Career summary or background

Amount requested from National Endowment for the Arts $_____

Education

Name of Institution	Major area of study	Inclusive dates	Degree

Fellowships or grants previously awarded

Name of award	Area of study	Inclusive dates	Amount

Prizes/Honors received	Membership Professional Societies

Present employment

Employer	Position/Occupation	Total Income last calendar year

I certify that the foregoing statements are true and complete to the best of my knowledge. Should a grant result from my application, grant funds will be used to advance my career in a fashion consistent with my previous performance as shown by my slides and other supportive material.

Signature of applicant _____ Date _____

NEA 3 (Rev.) OMB-128-ROOO1

Organization Grant Application
National Endowment for the Arts

Applications must be submitted in triplicate and mailed to the Grants Office (Mail stop 500), National Endowment for the Arts, Washington, D.C. 20506

I. Applicant organization (name and address with zip)

II. Visual Arts Program Category under which support is requested

III. Period of support requested

Starting _____ (month / day / year) Ending _____ (month / day / year)

IV. Summary of project description (complete in space provided. Do *NOT* continue on additional pages.)

V. Estimated number of persons expected to benefit from this project

VI. Summary of estimated costs (recapitulation of budget items in Section IX)

	Total costs of project (rounded to nearest ten dollars)
A. Direct costs	
Salaries and wages	$
Fringe benefits	
Supplies and materials	
Travel	
Special	
Other	
Total direct costs	$
B. Indirect costs	$
Total project costs	$

VII. Total amount requested from the National Endowment for the Arts $

VIII. Organization total fiscal activity	Actual most recent fiscal period	Estimated for next fiscal period
A. Expenses	1. $	2. $
B. Revenues, grants & contributions	1. $	2. $

Do not write in this space

Evaluation of prior year(s)' projects [1] [2] [3] [4] Pys $ _____ Cps $ _____ Audit report [1] [2]

IX. Budget breakdown of summary of estimated costs

A. Direct costs

1. Salaries and wages

Title and/or type of personnel	Number of personnel	Annual or average salary range	% of time devoted to this project	Amount $

Total salaries and wages $ _____

Add fringe benefits $ _____

Total salaries and wages including fringe benefits $ _____

2. Supplies and materials (list each major type separately)

	Amount $

Total supplies and materials $ _____

3. Travel

Transportation of personnel

No. of travelers	from	to	Amount $

Total transportation of personnel $ _____

Subsistence

no. of travelers	No. of days	Daily rate	$

Total subsistence $ _____

Total travel $ _____

IX. Budget breakdown of summary of estimated costs (continued)

4. Special (list each item separately)

	Amount $
Total special	$

5. Other (list each item separately)

This section must be completed on every application.

	Amount $
Total other	$

B. Indirect costs

Rate established by attached rate negotiation agreement with National Foundation on the Arts and the Humanities or another Federal agency

Rate _____ % Base $ _____ Amount $ _____

X. Contributions, grants, and revenues *(for this project)*

A. Contributions

1. Cash (do not include direct donations to the Arts Endowment)

	Amount $

2. In-kind contributions (list each major item)

Total contributions	$

B. Grants (do not list anticipated grant from the Arts Endowment)

	Amount $
Total grants	$

C. Revenues

	Amount $
Total revenues	$
Total contributions, grants, and revenues for this project	$

XI. State Arts Agency notification

The National Endowment for the Arts urges you to inform your State Arts Agency of the fact that you are submitting this application.

Have you done so?_____Yes_____No

XII. Certification

We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

Authorizing official(s)

Signature_____Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

Signature_____Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

Project director

Signature_____Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

* Payee (to whom grant payments will be sent if other than authorizing official)

Signature_____Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

* If payment is to be made to anyone other than the grantee, it is understood that the *grantee* is financially, administratively and programmatically responsible for all aspects of the grant and all reports must be submitted through the grantee.

Check List

1. Have you attached a copy of your organization's Federal Tax exemption letter or a document identifying the organization as a part of State or local government?
2. Have you summarized the project description in the space provided?
3. Have you completed the summary of estimated cost on page 1, also provided all detail required on pages 2 and 3, and attached all documentation required to substantiate proposed travel cost, purchase of equipment, and indirect cost?
4. Have you provided required detail under Other Support section?
5. Has the application been signed and dated in appropriate places?
6. Have you filed an Assurance of Compliance form?

A negative response to any of the above questions will cause delay in the consideration of this application and will increase the cost of processing.

NEA 3 (Rev.) OMB-128-R0001

Organization Grant Application
National Endowment for the Arts

Applications must be submitted in triplicate and mailed to the Grants Office (Mail stop 500), National Endowment for the Arts, Washington, D.C. 20506

I. Applicant organization (name and address with zip)

II. Visual Arts Program Category under which support is requested

III. Period of support requested

Starting _____ Ending _____
month day year month day year

IV. Summary of project description (complete in space provided. Do *NOT* continue on additional pages.)

V. Estimated number of persons expected to benefit from this project

VI. Summary of estimated costs (recapitulation of budget items in Section IX)

	Total costs of project (rounded to nearest ten dollars)
A. Direct costs	
Salaries and wages	$
Fringe benefits	
Supplies and materials	
Travel	
Special	
Other	
Total direct costs	$
B. Indirect costs	$
Total project costs	$

VII. Total amount requested from the National Endowment for the Arts $

VIII. Organization total fiscal activity	Actual most recent fiscal period	Estimated for next fiscal period
A. Expenses	1. $	2. $
B. Revenues, grants & contributions	1. $	2. $

Do not write in this space

Evaluation of prior year(s)' projects 1 2 3 4 Pys $ _____ Cps $ _____ **Audit report** 1 2

IX. Budget breakdown of summary of estimated costs

A. Direct costs

1. Salaries and wages

Title and/or type of personnel	Number of personnel	Annual or average salary range	% of time devoted to this project	Amount $

Total salaries and wages $ _____

Add fringe benefits $ _____

Total salaries and wages including fringe benefits $ _____

2. Supplies and materials (list each major type separately)

	Amount $

Total supplies and materials $ _____

3. Travel

Transportation of personnel

No. of travelers	from	to	Amount $

Total transportation of personnel $ _____

Subsistence

no. of travelers	No. of days	Daily rate	$

Total subsistence $ _____

Total travel $ _____

IX. Budget breakdown of summary of estimated costs (continued)

4. Special (list each item separately)

	Amount $
Total special	$

5. Other (list each item separately)

This section must be completed on every application.

	Amount $
Total other	$

B. Indirect costs

Rate established by attached rate negotiation agreement with National Foundation on the Arts and the Humanities or another Federal agency

Rate_____% Base $_____ Amount $_____

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A. Contributions

1. Cash (do not include direct donations to the Arts Endowment)

	Amount $

2. In-kind contributions (list each major item)

Total contributions	$

B. Grants (do not list anticipated grant from the Arts Endowment)

	Amount $
Total grants	$

C. Revenues

	Amount $
Total revenues	$
Total contributions, grants, and revenues for this project	$

XI. State Arts Agency notification

The National Endowment for the Arts urges you to inform your State Arts Agency of the fact that you are submitting this application.

Have you done so?_____Yes_____No

XII. Certification

We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

Authorizing official(s)

Signature_____Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

Signature_____Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

Project director

Signature_____Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

* Payee (to whom grant payments will be sent if other than authorizing official)

Signature_____Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

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Organization Grant Application
National Endowment for the Arts

Applications must be submitted in triplicate and mailed to the Grants Office (Mail stop 500), National Endowment for the Arts, Washington, D.C. 20506

I. Applicant organization (name and address with zip)

II. Visual Arts Program Category under which support is requested

III. Period of support requested

Starting _____ month day year

Ending _____ month day year

IV. Summary of project description (complete in space provided. Do *NOT* continue on additional pages.)

V. Estimated number of persons expected to benefit from this project

VI. Summary of estimated costs (recapitulation of budget items in Section IX)

		Total costs of project (rounded to nearest ten dollars)
A. Direct costs		
Salaries and wages		$
Fringe benefits		
Supplies and materials		
Travel		
Special		
Other		
	Total direct costs	$
B. Indirect costs		$
	Total project costs	$

VII. Total amount requested from the National Endowment for the Arts $

VIII. Organization total fiscal activity	Actual most recent fiscal period	Estimated for next fiscal period
A. Expenses	1. $	2. $
B. Revenues, grants & contributions	1. $	2. $

Do not write in this space

[illegible] projects | 1 | 2 | 3 | 4 | Pys $ _____ Cps $ _____ Audit report | 1 | 2 |

IX. Budget breakdown of summary of estimated costs

A. Direct costs

1. Salaries and wages

Title and/or type of personnel	Number of personnel	Annual or average salary range	% of time devoted to this project	Amount $

Total salaries and wages $ _____

Add fringe benefits $ _____

Total salaries and wages including fringe benefits $ _____

2. Supplies and materials (list each major type separately)

	Amount $

Total supplies and materials $ _____

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No. of travelers	from	to	Amount $

Total transportation of personnel $ _____

Subsistence

no. of travelers	No. of days	Daily rate	$

Total subsistence $ _____

Total travel $ _____

IX. Budget breakdown of summary of estimated costs (continued)

4. Special (list each item separately)

	Amount $
Total special	$

5. Other (list each item separately)

This section must be completed on every application.

	Amount $
Total other	$

B. Indirect costs

Rate established by attached rate negotiation agreement with National Foundation on the Arts and the Humanities or another Federal agency

Rate_____% Base $_____ Amount $_____

X. Contributions, grants, and revenues *(for this project)*

A. Contributions

1. Cash (do not include direct donations to the Arts Endowment)

	Amount $

2. In-kind contributions (list each major item)

Total contributions	$

B. Grants (do not list anticipated grant from the Arts Endowment)

	Amount $
Total grants	$

C. Revenues

	Amount $
Total revenues	$
Total contributions, grants, and revenues for this project	$

XI. State Arts Agency notification

The National Endowment for the Arts urges you to inform your State Arts Agency of the fact that you are submitting this application.

Have you done so?_____Yes_____No

XII. Certification

We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

Authorizing official(s)

Signature_____Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

Signature_____Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

Project director

Signature_____Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

* Payee (to whom grant payments will be sent if other than authorizing official)

Signature_____Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

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3. Have you completed the summary of estimated cost on page 1, also provided all detail required on pages 2 and 3, and attached all documentation required to substantiate proposed travel cost, purchase of equipment, and indirect cost?
4. Have you provided required detail under Other Support section?
5. Has the application been signed and dated in appropriate places?
6. Have you filed an Assurance of Compliance form?

A negative response to any of the above questions will cause delay in the consideration of this application and will increase the cost of processing.

Assurance of Compliance With National Foundation on the Arts and the Humanities Regulations Under Title VI of the Civil Rights Act of 1964

_____(hereinafter called the "Applicant") **Hereby Agrees That** it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and all requirements imposed by or pursuant to the Regulations of the National Foundation on the Arts and the Humanities (45 C.F.R. Part 1110) issued pursuant to that Title, to the end that, in accordance with Title VI of that Act and the regulations, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Foundation; and **Hereby Gives Assurance That** it will immediately take any measures to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Foundation, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Foundation.

This Assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Foundation, including installment payments after such date on account of applications for Federal financial which were approved before such date. The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and the person or persons whose signature appears below is authorized to sign this assurance on behalf of the Applicant.

_____
(Applicant)

Applicant's mailing address

_____

_____

_____
By (President, Chairman of the Board, or comparable authorized official)

Dated

Assurance Explanation

Background. Section 601 et seq. of the Civil Rights Act of 1964 (42 U.S.C. 2000d, 78 Stat. 241) provides that no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance, and requires that each government agency which is empowered to extend such financial assistance shall issue rules and regulations effectuating Title VI (Sections 601-605) of the Act with respect to such programs or activities administered by the agency. Subject to certain exceptions regarding admission policies and certain religious and military institutions, Title IX of the Education Amendment of 1972 (20 U.S.C. 1681 et seq., 86 Stat. 235) prohibits the exclusion of persons on the basis of sex from any education program or activity receiving Federal financial assistance.

NFAH Regulation. Section 1110.4 of the NFAH Regulations (45 C.F.R. Part 1110) requires, as a condition to the approval of a grant, that the Applicant execute the Assurance of Compliance Form, whether or not a comparable form has been filed with another agency.

Assurance of Compliance. The Applicant referred to in the Form is the organization itself, whose Chief Executive Officer or comparable official should sign the Assurance. The name and title of the organization and of the official should be typed on the form. The signed original should be returned with the other material which is to be returned to the Foundation. Once a properly executed Assurance Form has been filed with NFAH, it will serve as the assurance for all future applications to NFAH, and for this reason the Applicant should verify the accuracy of the assurance from time-to-time.

Crafts Supplementary Information Sheet

Please complete and return this sheet with your application if you are a craftsman or you are applying for a project which involves crafts. (Please type or print clearly.)

Category for which you are applying:

Craftsmen's Fellowship	_____(JA)	Art Critic's Fellowships	_____(JE)
Craft Workshops	_____(JB)	Artists, Critics, Photographers	
Apprentice Fellowships in Crafts	_____(JC)	and Craftsmen in Residence	_____(JF)
Crafts Exhibition Aid	_____(JD)	Services to the Field	_____(JG)

For Individual Craftsmen only:

Name _____
Last First Middle

Address _____
City State Zip Code

Age _____

My craft is: Utilitarian Non-utilitarian

Medium: Clay Plastic Leather Glass Fiber Metal Wood Other
(check only one)

For Organizations only:

Name of Organization _____

Name of Authorizing Official _____
Last First Middle

Address _____
City State Zip Code

Type of Organization:

School	_____(J5)	Craft Association	_____(J7)		
Museum	_____(J6)	Crafts Gallery	_____(J8)		
Art Center	_____(J6)	Other	_____(J4)	(specify)	_____

For Endowment Use Only

FY 79 Code: J4 J5 J6 J7 J8

Resolution on Special Constituencies

The National Council on the Arts believes that the arts are integral to the lives of all citizens regardless of their physical and mental conditions and abilities, their ages or their living environments. In 1973 the Council passed a resolution affirming that "the arts are a right, not a privilege . . . and that no citizen should be deprived of the beauty and insights into the human experience that only the arts can impart." Today, the Council reaffirms its commitment to the principles embodied in that resolution.

The Council recognizes that the arts are particularly important to handicapped children and adults, older persons and institutionalized populations in hospitals, nursing homes, and correctional and mental facilities because they help these individuals recover their sense of creativity, expression, and self-worth. The Council feels that these special constituencies make a significant contribution to the arts through their perspectives and abilities. They provide artists with rich opportunities to develop their creativity and art forms.

The National Endowment for the Arts is committed to ensuring that the arts are made available to all special constituencies. To this end, the Endowment has designated special constituencies as an area of agency-wide concern and has established the position of Coordinator of Special Constituencies to encourage greater public awareness of the importance of the arts to the lives of these individuals.

As part of its program, the Endowment has supported a nation-wide arts and handicapped information service; has produced a series of television public spot announcements; participated in the White House Conference on Handicapped Individuals; supports the Center for Arts and Older Americans of the National Council on Aging; initiated an artist residency pilot program with the Federal Bureau of Prisons and the Veterans Administration, and has awarded numerous grants which support arts programs in institutions. Other specific projects are underway.

Both the Council and the Endowment are committed to ensuring that opportunities to attend cultural programs and to participate in creative experiences are available to special constituencies. The Council requests the Endowment to work closely with all its grantees to implement Section 504 of the 1973 Rehabilitation Act which provides for equal participation by the handicapped in all programs which are federally assisted. Further, the Council requests that all Endowment programs review their guidelines to encourage grantees to support activities for special constituencies in their programming objectives.

(Adopted by the National Council on the Arts, November 13, 1977.)

Privacy Act Notification

In compliance with the Privacy Act of 1974, we wish to furnish you with the following information:

Section (5) of the National Foundation on the Arts and the Humanities Act of 1965, as amended (20 U.S.C. 954), authorizes the Endowment to solicit the requested information. This information is needed to process your grant application and for statistical research and analysis of trends. The routine uses for which this information can be used and the purposes of such use are general administration of grant review process, statistical research, congressional oversight, and analysis of trends.

Failure to provide the requested information could result in rejection of your application due to lack of sufficient facts for determining either your eligibility for a grant or the amount which should be awarded.

Note on Publications

The National Endowment for the Arts strongly encourages grantees who produce books or other publications to take advantage of the free cataloging service of the Cataloging-in-Publications Office of the Library of Congress.

Cataloging-in-Publication provides publishers with cataloging data which can be printed in the book. This speeds the library cataloging process and gets the book into immediate circulation.

For information call or write:
Cataloging-in-Publication Office
Descriptive Cataloging Division
Library of Congress
Washington, D.C. 20540
Tel. (202) 426-6372

The Role of Artists and Cultural Institutions in Promoting National Energy Goals

The National Council on the Arts is confident that the nation's artists and cultural institutions will respond enthusiastically to the President's call for national energy measures which will develop new and existing energy resources and also conserve them. The Council believes that through efforts already made the nation's cultural institutions and artists will make a significant contribution to national goals.

The Council urges the National Endowment for the Arts to assist in disseminating information on legislative and administrative action that affects its constituencies and on ways to conserve energy.

The Council notes with pride that the Architecture, Planning, and Design Program of the Endowment (formerly Architecture + Environmental Arts) has made special efforts to meet the President's goals. It urges that even greater consideration be given to examining ways the Endowment and other federal agencies can assist individuals and groups to conserve energy. Some measures could include renovation of facilities, installation of climate control systems, and development of lighter, more easily transportable equipment for touring groups.

While artists and cultural institutions will make every effort to assist in meeting national energy goals the Council feels it is important to emphasize that adequate energy resources should be available to artists and cultural institutions so they can contribute to the quality of life in the United States. It is, for example, essential that our craftsmen have the fuel to fire their kilns, that transportation be available for performing arts activities, and that our nation's museums have the energy required to preserve the objects that comprise the cultural heritage of our people.

(Adopted by the National Council on the Arts, May 14, 1977.)

All applicants should address the reverse side of this card and state on the line below the category for which they are applying.

_____

Individuals should submit all 3 cards.

Organizations should submit only the top card.

Return of this card to you indicates receipt of the application by the Visual Arts Program.

Application Number: _____

Important: Please complete both sides of this card and the one below.

Visual Arts Program

Name _____
Last First Middle

*Address _____

_____
City State Zip Code

Age Medium _____

Visual Arts Program

Name _____
Last First Middle

*Address _____

_____
City State Zip Code

Age Medium _____

* Notification will be sent to this address.

National Endowment
for the Arts
Washington, D.C. 20506

Official Business

Postage and Fees Paid
National Endowment for the Arts

Check one only:

__Artists' Fellowships
__Photographers' Fellowships
__Craftsmen's Fellowships
__Apprentice Fellowships in Crafts
__Art Critic's Fellowships
__Art in Public Places/Planning Grants for Artists

Check one only:

__Artists' Fellowships
__Photographers' Fellowships
__Craftsmen's Fellowships
__Apprentice Fellowships in Crafts
__Art Critic's Fellowships
__Art in Public Places/Planning Grants for Artists

SCWA
NEA
536

National Endowment for the Arts
2401 E. Street, NW
Washington, DC 20506

Official Business

Postage and Fees Paid
National Endowment for the Arts